

**Information Network of Kansas
Board Meeting
October 4, 2007**

The October 4, 2007 meeting was held at the KDOT Office, 700 SW Harrison, 2nd Floor, Topeka, KS 66603. At 10:04 a.m. Chairman Yunk called the meeting to order.

The following Board members and proxy were present: Stan Ahlerich, David King, Denise Moore, Kathy Sachs, Dennis Slimmer, Joan Wagnon, Tom Winters, and Dan Yunk. Others present were: Jim Hollingsworth, INK Executive Director; Phil Elwood, INK General Counsel; Lisa Counts, Scott Morrison, DiAnna Wages, and Wayne Dirks, Kansas Information Consortium (KIC); Dan Korber, Kansas, Inc.

Approval of Minutes

Yunk referred to the Minutes of the September 6, 2007 meeting and requested corrections.

A motion was made by Slimmer to approve the September 6, 2007 Minutes. Seconded by Ahlerich. Motion carried.

Executive Director Report

Hollingsworth provided the Board with the Executive Director Report, requesting any questions or clarifications.

Slimmer requested clarification on the Kansas Board of Tax Appeals (BOTA) Case Management System, noting the high remaining grant balance. Hollingsworth noted BOTA was near completion; however, they were withholding a large portion of payment until the vendor had produced all deliverables.

Hollingsworth highlighted the second meeting regarding the Kansas Business Center (KBC), noting several agencies had participated and assigned tasks. The Kansas Center for Entrepreneurship (Network Kansas) was working on a high-level flow document with specific applications to be used as a guiding document. Hollingsworth noted four main segments of the KBC – those thinking of starting a business; those starting a business; those maintaining a business; and those closing a business. Hollingsworth noted the group would meet at the end of October.

Ahlerich noted streamlining access to government services was part of Kansas, Inc.'s economic development Strategic Plan, and this effort was on target and highlighted within the plan.

INK Counsel

Elwood provided an overview of the revised INK Bylaws, noting changes requested at the September 6, 2007 INK Board meeting were included, along with minor changes to wording anomalies. Elwood noted this document was more clear and concise than current INK Bylaws, and suggested approval by the Board. Discussion ensued.

Hollingsworth noted the Bylaws had been changed to reflect the Board Treasurer position, remove older/outdated language, and change the INK Fiscal Year to run from January to December.

Elwood noted the conflict of interest statement had been added/clarified.

Winters cited previous discussions regarding the conflict of interest statement, noting this statement was not very specific; however, it was simple and addressed concerns.

10:10 a.m. Wagnon joined the meeting.

Elwood noted many Board members had already filed a conflict of interest statement, and while it was fine to have a conflict, it must be declared and certain circumstances could require abstaining from Board action.

Yunk noted the general conflict of interest statement met expectations, and any additional coverage by Board choice could require INK Counsel to draft potential documents.

A motion was made by Wagnon to adopt the revised INK Bylaws. Seconded by Sachs. Motion carried.

Elwood provided the Board with an overview of the Iron Mountain Agreement, noting a comment letter had been sent to Iron Mountain regarding the initial agreement, and Iron Mountain recently responded with basically an entirely new contract with new language. Elwood cited concerns with the new language/contract, and suggested the Board table this process for a month, while INK, INK Counsel, and KIC review the new language and go back to Iron Mountain with suggestions. Discussion ensued.

Board consensus suggested there was ample time to review this contract and to proceed as suggested.

Elwood noted minor changes to the Legislative Coordinating Council (LCC) agreement had been made, and their staff was preparing the final document for INK to sign.

Network Manager Report

Counts provided the Board with an overview of the Network Manager Report, noting several highlights, including: the District Court project had 21 courts online as of September 30th, and 65 contracts in the process of being completed; the firewall upgrade at the end of September had been successful; KIC hosted three web conference training seminars for property tax partner counties, noting these were very successful and would be used for other applications; business and budget planning for 2008 was proceeding; and three new KIC employees started during September.

Counts noted staff had attended the National Information Consortium (NIC) Annual Marketing Conference in Mobile, AL, and also reminded the Board of the upcoming NIC Annual Partner Conference in Portland, OR.

Counts noted staff was working on upgrades for the new billing system.

Counts noted there was one Service Request for September:

- **Kansas Department of Agriculture (KDA) Seed Business Registration Renewal** requested INK provide an online Seed Business Registration Renewal. This will be created as a fee service and development of the INK service is at no cost to the KDA.

Hollingsworth highlighted the improved Preliminary Project Analysis (PPA), noting vast improvement over previous versions. Counts commended Dirks for his efforts.

Counts noted there were five new contracts for the Board to review from September:

- **Graham, Phillips, Norton, Russell, and Smith County District Court Search** contracts requested INK assistance for providing online district court searches.

Yunk noted INK was mentioned as a resource and potential tool to improve efficiencies and strategies among government applications in the Kansas, Inc. economic development Strategic Plan, highlighting the usefulness and importance of the portal going forward.

A motion was made by Winters to approve the September Service Request between INK and the KDA, and the Contracts between INK and Graham, Phillips, Norton, Russell, and Smith County District Courts. Seconded by Slimmer. Motion carried.

Ahlerich requested an update regarding national recognition of the portal.

Counts noted the portal did not rank in the top ten of the “Best of the Web” competition, potentially due to the depth of “common look and feel” of the portal. Counts noted tools such as the Content and Management System may help address this, and she would visit further with officials from the competition. Counts noted despite not placing in the top ten, the overall goal of improving the portal had been accomplished.

Yunk noted the overall goal of improving the portal had been accomplished and the Board was pleased with the results and commended KIC and staff for their efforts.

Hollingsworth noted priorities such as “personalization” and “common look and feel” tend to change over time.

Yunk noted the importance of processes with the KDA going well, as it could serve as a strong advocate for future use and expansion of the portal’s services.

Treasurer’s Report

Hollingsworth provided the Board with an overview of the INK Financials for the period ending August 31, 2007. Hollingsworth noted the Statement of Financial Activities UMB Cash Account was down compared to last year, reflecting payment of significant grants. Hollingsworth noted overall, revenues were up, cost of sales was down, and the result was higher INK net income, and when grants were factored in, net income was lower, but it was still tracking higher overall.

Ahlerich requested clarification on Page 2, Statement of Financial Position on items 458 Kansas, Inc. (IKE) Grant, and 472 KPTS Statehouse Spotlight. Hollingsworth noted these projects were complete and requested the Board close these items out and move any unused funds into unrestricted funds.

A motion was made by Ahlerich to close out item 458 Kansas, Inc. (IKE) Grant and close out item 472 KPTS Statehouse Spotlight and move any unused funds into unrestricted funds. Seconded by Wagnon. Motion carried.

Hollingsworth provided the Board with a draft Net Revenue Report, which could provide revenue by branch, entity, or application. Discussion ensued.

Winters noted an electronic method of providing this information could be more useful.

Counts noted this may not be the best way to provide information to the public.

Wagnon noted all information from the Department of Revenue was open, and as an INK Board member, the report was interesting, but didn’t want to see it on a monthly basis. Wagnon suggested Hollingsworth review this information on a monthly basis and bring any concerns to the Board.

Hollingsworth noted benefits of this report include an overview of the applications provided by INK, and may provide insight regarding the use of applications.

Moore noted this shouldn’t be solely used to review lower income generating applications for possible removal from the portal. It is important to note that some applications are low income generating but have a high volume of usage.

Wagnon requested clarification on Board materials available to the public. Elwood noted his impression was they were all public.

King noted providing figures to the Board were fine; however, seeing the actual use would provide greater insight.

Yunk noted Hollingsworth had provided confirmation letters for the Chairman to sign and send to the Federal Reserve Bank of Boston and FHL Topeka. The Board consensus was to have the Chairman sign and send the letters.

A motion was made by Slimmer to approve the INK Financials for the period ending August 31, 2007. Seconded by Wagnon. Motion carried.

Other Business

Ahlerich noted the Board member appointment process had not been completed, due to lack of time.

Wagnon noted much of this process could be completed through email.

Yunk noted if Board members had any potential individuals in mind, to send them to the Committee, and Thornburgh would Chair the November meeting, and Wagnon would Chair the December meeting.

Adjourn

With no further business, at 10:55 a.m. Yunk requested a motion to adjourn the meeting. A motion was made by Wagnon to adjourn the meeting. Seconded by Slimmer. Motion carried.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Joan Wagnon".

Joan Wagnon
Secretary